

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

September 17, 2008

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TITLE:	Administrative Support/Case Aide
POSITION NO:	00463
LOCATION:	Child and Family Services Division, Columbus
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 3
STARTING SALARY:	\$20,097 - \$22,609 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, October 1, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume is required at time of application.

Incumbent must be able to lift and carry children up to 40 pounds. This position is in Columbus, but incumbent will travel to Big Timber as needed. Must have a clean driving record; be able to drive in all kinds of weather conditions; and be able to drive sedans and larger mini-vans. Incumbent has a great deal of client contact and clients may at times be hostile and angry. Extensive in-state travel may be required with occasional overnight stays.

CRIMINAL RECORDS AND CHILD PROTECTIVE SERVICES BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job. The department will also conduct a child protective services check to determine if the applicant has any involvement with the CPS system, which would be relevant to the position.

TYPICAL DUTIES: This position is responsible for providing support services to the Child and Family Services social workers

in foster care and day care functions. The incumbent works closely with county social workers and supervisor to act as a liaison between Child and Family Services social workers and other divisions of the department and the County Attorney's office to ensure smooth coordination in the provision of protection for children; acts as a liaison between the general public and the department. Some of the specific duties include: teaching parenting skills through role modeling, supporting, and intervening during inappropriate interactions; monitoring compliance with portions of treatment plans, such as attendance at appointments with service providers; providing reports to social workers regarding outcomes of client contacts; and scheduling and coordinating required appointments and meetings, assuring proper notice is provided to participants.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of stages of child development; parenting skills and healthy parent child interactions that promote parent-child bonding and child development; basic nutrition; community resources available to low income families; behaviors of parents that pose safety threats to children; and correct use of child safety restraints in automobiles.

Skills: Skill in teaching or mentoring; positive social interactions; effective oral and written communication; and computer programs, such as Word.

Abilities: Ability to pay attention to detail; maintain confidentiality of clients; adhere to agency policies; be respectful of diversity; consistently display an even temperament under stress; and engage positively with children to diminish out of control behavior.

EDUCATION/EXPERIENCE REQUIRED: High school diploma or GED **AND** one year of job-related experience.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Resume.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.